

83898375(NC)**CITY OF RIVERSIDE****HUMAN RESOURCES DEPARTMENT**01/10/07

Revised

CLASSIFICATION SPECIFICATION**TITLE:****UTILITIES ANALYST
UTILITIES ANALYST (NON-CLASSIFIED)*****DEFINITION**

Under general supervision, to perform professional and technical administrative and analytical support; to assist in the preparation of the departmental budget; to conduct a variety of analyses; to perform responsible and technical tasks in the development and application of functions specific to departmental operations and procedures; to manage an effective legislative outreach program; to coordinate action on all legislative and regulatory matters that may impact the City's interest including, but not limited to, energy, water and telecommunications; and to do related work as required. *Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

DISTINGUISHING CHARACTERISTICS

This is the entry/journey level classification in this series. The Utilities Analyst class is distinguished from the Utility Senior Analyst classification by the lesser degree of independent discretion; and lesser complexity of duties. An incumbent in this class is expected to carry out general assignments with only minimal supervision and refers to supervisory personnel those matters which involve policy and procedure decision, technical questions, deviations from standard practice and unusual public relation problems. Judgment is necessary in selecting appropriate established guidelines to follow. Interpretation of general administrative or operational policies and procedures is necessary. Utility Analysts may have lead and/or supervisory responsibility over para-professional, technical and administrative support staff.

Utilities Analyst (Non-Classified): This classification is exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

REPORTS TO: Deputy Director and/or Public Utilities Director

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level management staff. May have lead and/or supervisory responsibility over para-professional, technical and administrative support staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Analyze specific job tasks and apply or supervise application of standards to jobs.
- Forecast staffing requirements and determine availability of staffing, material, and equipment to accomplish work.
- Analyze job costs and performance data for cost and staffing control.
- Perform research and statistical analyses on administrative, fiscal and operational problems; recommend appropriate actions based on analysis.
- Participate in the design and implementation of new and revised programs, systems, procedures and methods of operation.

- Assist in the development of goals, objectives, policies and procedures.
- Coordinate work projects with staff, vendors and customers.
- Analyze and respond to complaints and requests for information from internal and external sources; determine appropriate corrective action.
- Recommend positions and strategies in response to legislative and regulatory issues at the state and federal level.
- Analyze, evaluate and monitor legislation including making policy recommendations and preparing appropriate reports and correspondence.
- Serve as the Department's liaison to elected representatives and their staff, trade associations, regulatory agencies, other utilities and business groups.
- Advocate and represent the Department's interests at meetings.
- Form cooperative coalitions and strategic partnerships with other organizations; conduct special projects.
- Identify and document any required modifications to computer applications.
- Use maps and check as-built maps for accuracy.

QUALIFICATIONS

Knowledge of:

- Principles and practices of work measurement and activity analyses.
- Mathematics and statistical methods.
- Research techniques, methods and procedures and report presentation.
- Local, state and federal legislative processes and associated laws, rules, codes, policies and procedures.
- Principles of public administration including administrative analysis, policy and program development, grant preparation, contract administration and fiscal planning.
- Personal computer operation and software applications.
- Principles of supervision.
- Pertinent federal, state and local laws and regulations.

Ability to:

- Prepare reports and analysis.
- Read and interpret work documents.
- Analyze and interpret federal and state legislation.
- Work independently and establish work priorities.
- Follow and implement executive management directives.
- Prepare and deliver public presentations using various media.
- Provide responsive customer service.

- Establish and maintain effective working relationships with supervisors, fellow employees and the public.
- Perform responsible and complex work with accuracy, speed and initiative.
- Organize workload to ensure responsibilities are carried out in a timely manner.
- Lead and coordinate work of para-professional, technical and administrative support staff.
- Communicate clearly and concisely, orally and in writing.
- Operate personal computer and applicable software programs.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in public or business administration or a closely related field. Two years of professional experience may substitute for two years of the required education on a year-for-year basis.

Experience: A range of 0-3 years of experience of professional administrative experience. A master's degree may substitute for one year of experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Analyst

TO: Utilities Senior Analyst